

Role and responsibilities of the Internal Quality Assurer (IQA)

Role of the IQA

The role of the IQA is to make an informed judgement(s) regarding the practice of and decisions made by the assessment team to maintain standards. The IQA may also be the person named as Centre Contact.

Responsibilities of the IQA

1. Ensuring that all assessors are trained and hold the most appropriate qualifications in line with the relevant codes of practice and unit/qualification guidelines (a list of assessor and IQA qualification requirements is located on the YMCA Awards website).
2. Identifying future training needs of assessors.
3. Ensuring that assessors are fully briefed and carry out their roles appropriately.
4. Monitoring the centre's assessment practice and procedures by carrying out interim and summative sampling, this should include:
 - i. reviewing learners at different stages of the programme delivery and assessment process
 - ii. evaluating the quality of formative guidance on assessment
 - iii. evaluating the effectiveness of assessment planning
 - iv. agreeing an appropriate sampling strategy with the EQA to provide an accurate representation of quality of assessment practice within the centre
 - v. ensuring standards are maintained
 - vi. ensuring assessment decisions are consistent and standardised
 - vii. ensuring the appropriate conduct of assessments (internal and external)
 - viii. ensuring that any YMCA Awards action points are implemented within agreed timescales
5. Ensuring that records of assessment are kept accurately and securely immediately after assessment.
6. Ensuring that the centre's equality and diversity policy is implemented.
7. Providing feedback to assessors, the Centre Contact and the EQA.
8. Upholding the quality and standards of the award.
9. Conducting a minimum of two standardisation meetings per year.

Please note: *When the IQA is also an Assessor of the scheme their assessment decisions must be internally quality assured by a different IQ*

YMCA Awards requirements of the IQA

YMCA Awards will require the following information in relation to internal quality assurance:

- list of named IQAs with signatures
- details of all qualifications and experience (CVs)
- copies of all relevant certificates
- clear specification of internal quality assurance roles and responsibilities
- a documented internal quality assurance procedure that is appropriate to maintain standards of the qualification delivery and assessment (a summary checklist for this can be located at the end of this section)
- use of standardised assessment documentation provided by YMCA Awards
- maintenance of entry records and registration data and up-to-date, signed assessment records (formative/summative)
- internal quality assurance records, to include:
 - overview of quality assurance plan and sampling grids to reflect: experience of assessors, number of programmes, number of learners, variety of learner evidence, different assessment methods etc.
 - records of assessor and tutor team meetings and minutes
 - reports on assessment practice
 - provision of training and support for assessors
- certification claims for VRQs must be signed by Assessor, IQA or Centre Contact.
- certification claims for NVQs must be signed by a fully qualified IQA.

IQAs must ensure that evidence of learner achievement/existence is provided to the YMCA Awards EQA upon request. YMCA Awards EQAs may request the opportunity to make telephone contact with learners if they are not present during monitoring activities.

Please note: *For IQAs working towards an internal quality assurance qualification, a timescale of 12 months will be allowed for achievement of this qualification after registration is validated. Where appropriate IQA qualifications are not yet achieved another Qualified IQA should oversee the assessment process.*

Centre sanction - Failure of the centre to demonstrate appropriate levels of IQA procedures and practice may result in a Centre sanction including review of risk status and/or an administration charge to enable additional EQA visits.

For the purposes of external quality assurance, centres will be required to allow (upon request) YMCA Awards quality assurance staff access to:

- premises
- meetings
- documents
- data
- learners
- staff